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SECURITY INFORMATION

1. TERMS OF REFERENCE FOR IR

Morale and production are bound to suffer when people in an organization do not possess a clear and uniform understanding of the aims and objectives of their unit. This paper outlines in general the role of IR in the OCD family. It is intended to set us on an even keel so that we can conduct our day to day business with the certainty that we're all sailing in the same direction.

OCD is the Agency's main storehouse of intelligence information. It is our job, as members of the OCD team, to organize this information in a way that will ensure the best possible reference service to our customers. This service is vital because our research and operational people cannot do accurate estimating if all of the available facts are not at their disposal.

Intelligence documents represent the medium by which most of the incoming information reaches OCD. Liaison Division arranges for the receipt and dissemination of the material, the Library catalogs the documents in a general way so that they can be found again, and the Registers concentrate on specialized segments of the total-take carefully removing pertinent detail with a fine tooth comb. Machine Division provides the mechanization needed to tie this all together.

The IR operation is charged with keeping, in one place, all the bits and pieces of information bearing upon each individual foreign installation - whether or not all of these bits and pieces look equally reliable when first scanned. The researcher who wants data on a plant should be assured of: 1) finding in IR all of the incoming intelligence documentation on the plant, 2) locating lateral material through IR's indexing and coding media, and 3) getting professional reference guidance from the IR person responsible for the plant. IR's basic aim is to guarantee these assurances to all intelligence researchers.

To achieve this, each operating Branch has the following objectives:

- 1) To develop sound requirement directives that will ensure a steady flow of plant data into the Register.
- 2) To analyze all incoming material carefully and code it accurately.
- 3) To make sure that every analyst in the Branch is thoroughly steeped in the information available in his field of responsibility.
- 4) To provide intelligence researchers with an effective foreign industrial reference service.

These objectives must be met if IR's reference services - which range from supplying ICF cards by number to writing reports which add up all the information on file on a plant - are to prove effective in supporting the Agency's intelligence effort.

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Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120014-9

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